

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Primary Contact Phone: (     ) \_\_\_\_\_

Invoicing Information: ATTENTION: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City &amp; Postal Code: \_\_\_\_\_

## CHOOSE YOUR PACKAGE:

### Tradeshow

Package	Unit	Price	GST (5%)	Total
Standard Booth		\$1,750		\$
Premium Booth Booth selection (first paid, first choice) Pick 1 _____ Pick 2 _____ Pick 3 _____		\$2,400		\$
Booth + "Coffee" Package		\$2,500		
Partner Registrations* (Max of 3 allowed)		\$450 ea.		\$
			<b>Total Due</b>	\$

\*Partner Registrations are *full conference registrations* at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite

### Sponsorship

Conference Packages	Unit	Price	GST (5%)	Total
Platinum Sponsor (1)		\$10,000	\$	\$
Gold Sponsor		\$6,000	\$	\$
Silver Sponsor		\$3,500	\$	\$
Bronze Sponsor		\$1,500	\$	\$
Copper Sponsor		\$500	\$	\$
Lunch Sponsor (3)		\$4000	\$	\$
Breakfast Sponsor (2)		\$2000	\$	\$
Coffee Break Sponsor (5)		\$1,000	\$	\$
CUSTOM PACKAGE		\$	\$	\$
			<b>Total Due</b>	\$

I have reviewed and agree to the General Terms, Conditions, Exhibitor Rules and Regulations of GeoAlberta 2018.

 \_\_\_\_\_  
Printed Name

 \_\_\_\_\_  
Company

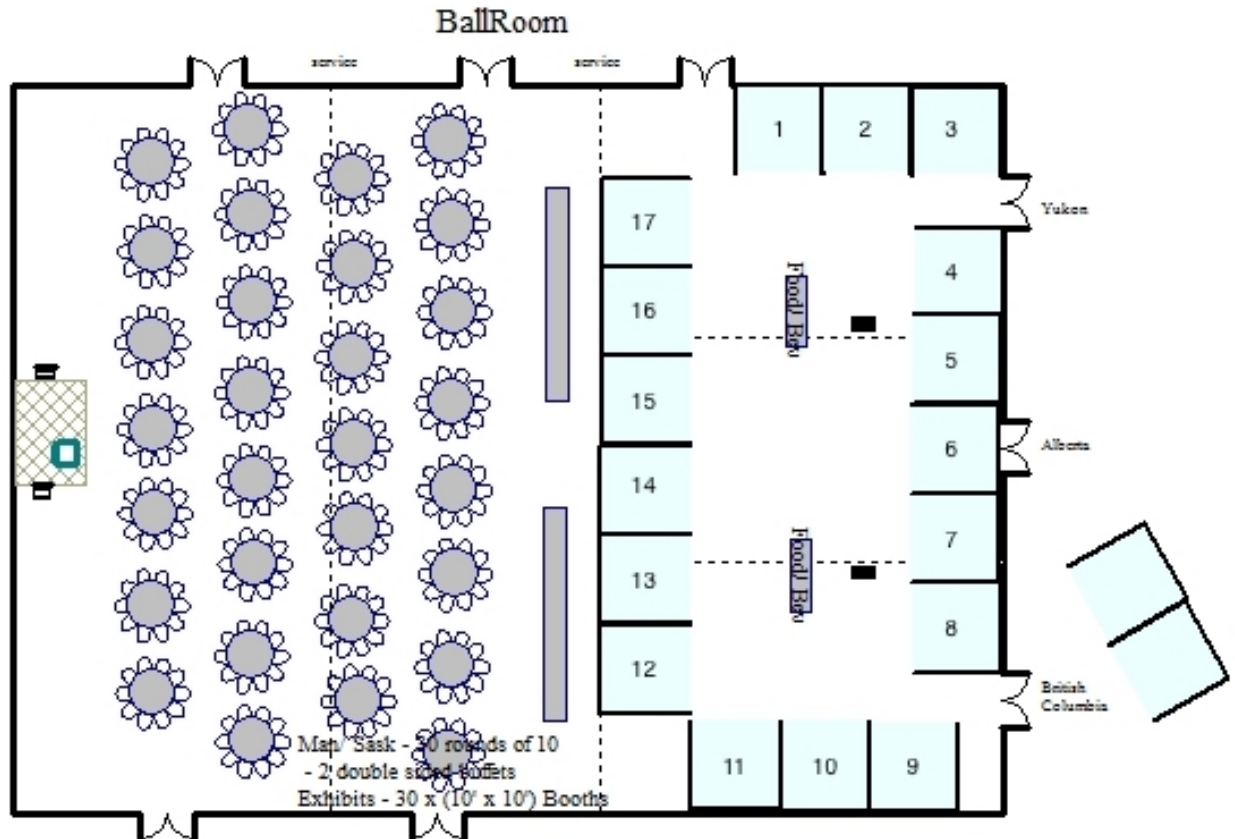
 \_\_\_\_\_  
Signature

 \_\_\_\_\_  
Date

Please sign above and return page 1 of the agreement via email to: [tradeshow@geoalberta.com](mailto:tradeshow@geoalberta.com) or [sponsorship@geoalberta.com](mailto:sponsorship@geoalberta.com)

### Need to know

- Exhibitors are responsible for setting up their own booth displays
- All included booth staff and full conference registrations must be registered by with GeoAlberta within 30 days after signature of contract
- All Platinum and Gold sponsorships have held/reserved booths that, if not sold, will be released on September 15, 2018.
- PAYMENT POLICY
  - Refer to EXHIBITOR RULES & REGULATIONS
- CANCELLATION POLICY
  - Refer to EXHIBITOR RULES & REGULATIONS

**TRADESHOW & EXHIBITING OPTIONS**
**BOOTH NUMBERS**

**Standard Booth – \$1,750**

- Company Logo with link to your website from GeoAlberta.com and in digital presentations
- ONE full conference registration (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- Standard 10'x10' booth space assigned by GeoAlberta committee including:
  - Back and side drape
  - One 8 foot skirted table
  - Two chairs
  - One electric outlet
  - Wireless internet

**Premium Booth – \$2,400**

- ALL “Standard” booth package benefits PLUS:
  - Priority selection of tradeshow space (First Pay : First Pick)
  - ONE additional full conference registration
  - Highlighted in one GeoAlberta E-Blast
  - 5 additional tickets to social events

**Booth + Coffee Sponsorship –\$2,500**

- ALL “Standard” booth package benefits PLUS:
  - A coffee break named after sponsoring organization
  - Acknowledgment of sponsor during the break

**SPONSORSHIP OPTIONS**
**Platinum Sponsor (Only ONE Available) - \$10,000**

- Logo with link to your website from GeoAlberta.com and in digital presentations
- Logo and website link on 5 Conference E-BLASTS
- Acknowledgements during the opening and closing conference sessions and recognition on conference signage
- DOUBLE Exhibitor Booth in PRIME reserved location (10' x 10' booths)
- THREE full conference registrations (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- 5 Additional Conference Social Tickets
- Up to 10 “Partner Registrations” can be purchased (Partner Registrations are full conference registrations at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite)



- 5 pre-event & 3 onsite social media mentions via GeoAlberta Social Media channels
- First option on use of Hospitality for specific sponsor function
- Custom requests facilitated

### **Gold Sponsor - \$6,000**

- Logo with link to your website from GeoAlberta.com and in digital presentations
- Logo and website link on 3 Conference E-BLASTS
- Acknowledgements during the opening and closing conference sessions and recognized on conference signage
- Premium Booth package with TWO full conference registration (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- 4 pre-event & 2 onsite social media mentions via GeoAlberta Social Media channels
- Up to 6 “Partner Registrations” can be purchased (Partner Registrations are *full conference registrations* at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite)
- 3 Additional Conference Social Tickets

### **Silver Sponsor - \$3,500**

- Logo with link to your website from GeoAlberta.com and in digital presentations
- Logo and website link on 2 Conference E-BLASTS
- Acknowledgements during the opening and closing conference sessions and recognized on conference signage
- ONE full conference registration (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- Up to 4 “Partner Registrations” can be purchased (Partner Registrations are *full conference registrations* at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite)

### **Bronze Sponsor - \$1,500**

- Company Logo with link to your website from GeoAlberta.com and in digital presentations
- Acknowledgements during the opening and closing conference sessions and recognized on conference signage
- ONE full conference registration (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- 2 “Partner Registrations” can be purchased (Partner Registrations are *full conference registrations* at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite)

### **Copper Sponsor - \$500**

- Company Logo with link to your website from GeoAlberta.com and in digital presentations

### **Lunch (3 available) - \$4,000**

- Logo with link to your website from GeoAlberta.com and in digital presentations
- Acknowledgements during the opening and closing conference sessions and recognized on conference signage
- ONE full conference registration (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- Up to 4 “Partner Registrations” can be purchased (Partner Registrations are *full conference registrations* at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite)
- 3 pre-event & 1 onsite social media mentions via GeoAlberta Social Media channels

### **Breakfast (2 available) - \$2,000**

- Logo with link to your website from GeoAlberta.com and in digital presentations
- Acknowledgements during the opening and closing conference sessions and recognized on conference signage
- ONE full conference registration (includes all meals, coffee breaks, keynotes, presentations, workshops and socials)
- 2 “Partner Registrations” can be purchased (Partner Registrations are *full conference registrations* at our best price and can be used for additional booth staff, customers, partners, or anyone you wish to invite)
- 2 pre-event & 1 onsite social media mentions via GeoAlberta Social Media channels

### **Coffee Break (4 available) - \$1,000**

- A coffee break named after sponsoring organization

- Acknowledgment of sponsor during the break

**Registration Sponsorship - \$6000**

- Logo's on all Registration signage at the conference
- Logo and GeoAlberta Logo on GeoAlberta Registration Gift (one given to all registered delegates – not confirmed for this year)
- Ability to have a staff member and company banners at the entrance with welcoming committee during opening day to welcome and meet delegates.
- Lanyards to be provided by sponsor

**CUSTOMIZE YOUR OWN PACKAGE- \$TBD**

- Do you have a package in mind that is not an option? Is there an IN-KIND service or sponsorship you know of that would benefit the Conference? Our Sponsorship and Tradeshow team would LIKE TO HEAR FROM YOU!

## GENERAL TERMS & CONDITIONS

The general guidelines listed below may not address each and every exhibitor situation. Each must be judged on a case-by-case basis, on its own merits.

1. **Conformity of Government Laws and Regulations:** All participants shall conduct all activities in compliance with all federal, provincial, and municipal laws, ordinances, rules, regulations, bylaws and codes; and with any restrictions that may be imposed by the Hyatt Regency Calgary, Calgary and/or the GeoAlberta Steering Committee. Should the participant require any additional information or clarification about these restrictions, please contact the Tradeshow Chairperson at [tradeshow@geualberta.com](mailto:tradeshow@geualberta.com).
2. **The GeoAlberta Logo and Use of Its Name:** The GeoAlberta name or logo may not be used in any advertisement, promotion material, or follow-up mailings without the permission of GeoAlberta.
3. **GeoAlberta Endorsements of Product & Services:** Sponsoring or exhibiting at GeoAlberta does not constitute an endorsement of any product or service.
4. **Trademarks:** GeoAlberta will be held harmless for any trademark, trade name, copyright, or patent infringement on any printed materials belonging to or distributed by any sponsor or exhibitor.
5. **Hospitality Events:** Exhibitors and sponsors are prohibited from entertaining clients during the conference, conference events, or during exhibit hours, unless permitted by steering committee.
6. **GeoAlberta Reserves The Right To Reject Any Request:** GeoAlberta reserves the right to decline or reject any request for a sponsorship or exhibit, for any reason, at any time, without liability, even if previously acknowledged or accepted.
7. **GeoAlberta Protects the Personal Privacy of its Members:** GeoAlberta is committed to offering members a choice about how personal information is used. For more information, please see GeoAlberta's privacy policy on our website at [www.geualberta.com](http://www.geualberta.com).
8. **Prizes, giveaways or any other material** donated or brought on site by sponsors/exhibitors is subject to approval by GeoAlberta.
9. **Content Rights:** GeoAlberta shall retain all rights, title and interest in & to all of the content and materials (including intellectual property such as copyrights, trademarks, service marks, trade names) used and/or developed in relation to or in connection with GeoAlberta, including but not limited to all materials produced pursuant to this Agreement.
10. **License to use sponsor's identity marks:** The sponsor or exhibitor grants to GeoAlberta a limited, nonexclusive license to use its name, trademarks and logo in connection with the performance of its duties under this Agreement. The positioning and usage of sponsor's name, trademarks, and logo within the GeoAlberta materials shall be made at the sole discretion of GeoAlberta.
11. **Payment Policy:** Penalty for non-payment beyond 30 days of signing contract (2.5% penalty per month). Payments (including late payments) must be received in full by October 16, 2018 (7 days prior to the start of the conference). Any vendor or sponsor that has not paid in full by this date may have their contract forfeited but balance will remain owing.
12. **Cancellation/refund Policy:** Notification of cancellation before 60 days prior to event will not incur any penalties. Companies that have paid in full will receive a FULL refund. Notification of cancellation 30 - 60 days prior to event (between January 20 – February 20, 2018), 50% of contract will be owed to GeoAlberta. Companies that have paid in full will receive 50% of their contract amount refunded. Companies that have not paid in full will owe 50% of the contract amount. Notification of cancellation 30 days prior to event (by February 21, 2018) 100% of contract will be owed to GeoAlberta. Companies that have not paid in full will owe 100% of the contract amount. Companies that have paid in full will NOT receive a refund. Cancellations must be received in writing (email or regular mail).

**EXHIBITOR RULES & REGULATIONS**

1. **Arrangement of Exhibits:** An exhibiting company may purchase a maximum of two 10' x 10' booth spaces (20' x 10'). All multiple booth spaces purchased by one company must be adjacent to one another to form a single exhibit. Exhibits shall not obstruct the view of other exhibitors. Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable must be immediately modified or removed by exhibitor. Show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished back walls, etc., at the exhibitor's expense. The booth area is carpeted. Exhibitors shall not lay carpet in their booth. GeoAlberta reserves the right to modify booth assignments or floor configurations at any time. Standard Booths Standard booths may not exceed 14' in height. Any display fixtures or walls over 4' tall, must be at least 5' in from the aisle line. No banners – suspended from the ceiling or otherwise more than 14' in height – are allowed. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. Therefore, GeoAlberta has developed the abovementioned regulations for all exhibitors to follow.
2. **Subleasing of Space:** Booth space may not be subleased.
3. **Booth Setup & Occupancy:** Booths may be setup during the published set-up times only. All displays are to be completely installed and ready for inspection by show management by the published inspection time. A representative of the exhibiting company must be on hand during the inspection period. If booths are not fully set up and ready for inspection, show management reserves the right to take appropriate action. In no case will the lack of preparation on the part of an exhibitor be allowed to impede the timely opening of the exhibition.
4. **Fire, Safety and Health:** The exhibitor assumes all responsibility for compliance with local, city, and provincial ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays, and all necessary fire precautions must be taken by the exhibitor. GeoAlberta does not allow the display or distribution of balloons of any type.
5. **Labor:** Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations.
6. **Sound Devices and Lighting:** Public address, sound-producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting device or presentation must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. GeoAlberta reserves the right to restrict the use of glaring or objectionable lighting effects, or public address, sound-producing, or other amplification devices that project sound. Music, whether vocal or instrumental, is subject to approval by show management.
7. **Delivery and Removal during Show:** Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows.
8. **Exhibitor's Personnel and Others:** All exhibitor personnel MUST wear a GeoAlberta name tag at all times during the conference. There is no limit to the number of individuals that the exhibitor may have in their booth. However, exhibitors must limit the number of personnel in their booth when crowds obstruct aisles or infringe upon another exhibitor's display. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Selling, soliciting, and canvassing in the exhibit hall are strictly prohibited. All booths must be manned by the exhibiting company's personnel who are qualified to discuss details of their company's products or services. User clients may be allowed in the exhibiting company's booth for the purpose of selling the exhibiting company's products or services. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is subject to provincial law.
9. **Storage:** The exhibitor contractor will store packing boxes or crates during the show at no cost. GeoAlberta assumes no responsibility for damage to or loss of packing boxes or crates.
10. **Security:** GeoAlberta makes no warranty, express or implied, that the services it furnishes will avert or prevent occurrences that may result in loss or damage.
11. **Liability:** GeoAlberta will not be liable for loss or damage to the property of the exhibitor or his/her representatives or employees from theft, fire, accident, or other causes. GeoAlberta will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from or be in any way connected with their use or occupation of display space; and the exhibitor shall indemnify and hold GeoAlberta harmless against such claims. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc., as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations, and ordinances of any governmental authority and of the contracted facility.
12. **Private Demonstrations:** Private demonstrations are meant to educate one client (individual or small group) about specific proprietary products and services. Exhibitors may offer private demonstrations within the confines of their booth in the exhibit hall during exhibit hours only. Exhibiting companies may

conduct private demonstrations off-site at other locations only after conference hours. Non-exhibitors may not provide demonstrations.

13. **Show Management:** The exhibition is organized and managed by GeoAlberta. Any matters not covered in these Rules and Regulations are subject to the interpretation of the show manager and the GeoAlberta Conference Committee, and all exhibitors must abide by their decisions. Exhibitors must comply with the convention center's policies and procedures.